

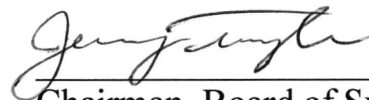
HUMAN RESOURCES DEPARTMENT
WOODBURY COUNTY, IOWA

8b
8/2/16

DATE: August 2, 2016

AUTHORIZATION TO INITIATE HIRING PROCESS

DEPARTMENT	POSITION	ENTRY LEVEL	APPROVED	DISAPPROVED
County Auditor	Percentage Deputy (80%)	\$67,699/year	X	
County Sheriff	Civilian Jailer	CWA: \$18.00/hour	X	
	*Please see attached memos.			



Chairman, Board of Supervisors

Ed,

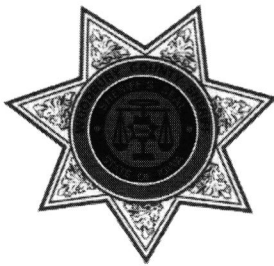
Jean Jessen, Deputy County Auditor, has submitted a letter of resignation effective 9/30/2016. I intend to appoint Michelle Skaff to that position. This position is vital to the successful processing of the county's financial responsibilities. It is extremely important that Ms. Skaff be provided the opportunity to receive training from Ms. Jessen until her departure.

I am asking that you make a request of the Board of Supervisors to allow me to appoint an additional percentage deputy to the Auditor's administrative staff until Ms. Jessen's departure. The effective date of the appointment would be 8/3/2016.

Thanks,

Pat Gill

Woodbury County Auditor & Recorder/
Commissioner of Elections



Woodbury County Sheriff's Office

LAW ENFORCEMENT CENTER
P. O. BOX 3715 SIOUX CITY, IOWA 51102

DAVID A. DREW, SHERIFF

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FAX: 712.279.6522

28 July 2016

To the Woodbury County Board of Supervisors & Human Resources Department,

The Woodbury County Sheriff's Office respectfully requests discussion and action on the authorization to hire for a Correctional Officer position, effective August 3, 2016. We request this be placed on the agenda for the Tuesday, August 2, 2016 Woodbury County Board of Supervisors meeting. Thank you.

Sincerely,

A handwritten signature in black ink that reads "David Drew". The signature is written in a cursive, flowing style.

Dave Drew, Sheriff

Cc: file